

12 FAM 370 PHYSICAL SECURITY— DOMESTIC OPERATIONS

12 FAM 371 DOMESTIC FACILITIES OPERATIONS

12 FAM 371.1 General

12 FAM 371.1-1 Policy

(TL:DS-39; 8-15-94)

It is Department of State (DOS) policy that all persons admitted to a secured domestic Department facility must have Department-issued identification for admittance, and that all persons admitted wear that identification while in said facility.

12 FAM 371.1-2 Authority

(TL:DS-39; 8-15-94)

Omnibus Diplomatic Security and Antiterrorism Act of 1986 (22 U.S.C. 4831-4835), as amended.

12 FAM 371.2 Program Management

(TL:DS-39; 8-15-94)

The Office of Domestic Operations in the Bureau of Diplomatic Security (DS/CIS/DO) is responsible for managing this program.

12 FAM 371.3 Access Controls

(TL:DS-39; 8-15-94)

a. All persons entering secured domestic Department of State facilities must display appropriate identification media (see section 12 FAM 371.4) and use such media in the access procedure appropriate to the individual facility.

b. DS/CIS/DO shall make access control procedures, escort permission, and similar information readily available to guard personnel.

12 FAM 371.4 Mandatory Use of Identification Media

(TL:DS-39; 8-15-94)

a. The purpose of mandatory use is to readily confirm that an individual is authorized to be in a Department of State (DOS) facility.

b. All persons within designated DOS facilities must possess and wear a valid DOS building or visitor pass at all times on or outside their outer garment on the upper torso front with the photograph on the building pass clearly visible. This includes all employees and all visitors met and escorted by DOS employees or other authorized persons with escort privileges, who may assist the visitor in obtaining the visitor pass.

c. Guards may escort an employee without a pass to the employee's office or work place to verify that the employee is a valid pass holder.

d. All visitors must affix their visitor pass as stated above, before the guard may permit entry; keeping it in a wallet or purse is unacceptable and building guards shall confiscate such passes and escort the individual(s) to a lobby receptionist booth or security post for verification of visit authorization, after which the visitor must secure a new visitor pass.

e. DOS employees who escort or approve the admittance of an individual are responsible for the individual's compliance with the pass requirements.

f. The Department (DS/CIS/DO) does make some exceptions to the mandatory pass rule, such as small children and those visitors attending functions whose range of movement is severely limited (e.g., from the C Street lobby directly to the elevator to an 8th floor function and back; however, this does not relieve them of the obligation to enter through a metal detector or other appropriate guard inspection). Persons entering on an emergency basis (firemen, paramedics, police) may be admitted without pass issuance, but DS is responsible for monitoring their presence, and those employees who requested such assistance are responsible for immediately informing DS of the request for such assistance.

g. Instances of continued non-compliance by employees may result in DS recommendations of adverse administrative action.

12 FAM 371.5 After Hours Access to Buildings

(TL:DS-39; 8-15-94)

In addition to showing proper identification, all employees shall be required to sign a register when entering or leaving a building outside of regular working hours. When nonregular employees, contractors, etc., are required to enter or remain in buildings after working hours, the U.S. officer authorizing the

work must obtain the concurrence of the Bureau of Diplomatic Security. Such persons must sign in and out on the appropriate register. Nonregular employees and contractors must be escorted.

12 FAM 372 OTHER CONTROLS

(TL:DS-39; 8-15-94)

In unusual or emergency circumstances, the Bureau of Diplomatic Security may impose such restrictions as deemed appropriate to ensure that foreign objects are not introduced into U.S. Government facilities or classified material is not removed.

12 FAM 373 THROUGH 379 UNASSIGNED

